



U.S. Secret Service, Office of Human Resources



Procurement Analyst (Public Notice Flyer)

Procurement Analyst, GS-1102-13

Announcement Number: ERO-TV004-20-DH

- Multiple vacancies in Washington, D.C.
- Work Schedule: Full-time
- Appointment Type: Permanent
- Salary Range: GS-13: \$102,663.00 to \$133,465.00 per year
- Opening and Closing Period: January 23, 2020 to December 31, 2020
- Who May Apply: All United States citizens, nationals, or those who owe allegiance to the United States; and Interagency Career Transition Assistance Program (ICTAP) eligible (only applicable if you have worked in the Federal government).

Summary

Do you have a passion for public service? The United States Secret Service (USSS) is looking for you! The USSS is a premier law enforcement organization with two (2) critical national security missions: protect our nation's leaders and to conduct criminal investigations. Our team members continue a tradition of excellence – whether investigating financial crimes or protecting national and visiting foreign leaders. In the USSS we serve the country with duty, loyalty, justice, integrity, and courage.

The Office of Enterprise Readiness (ERO), Procurement Division, is responsible for assisting the agency in procuring quality goods and services timely. The primary goal is to provide the best procurement services to customers within the scope of the laws and regulations; promote partnership between staff and customers; provide solutions to client and customer needs; and to ensure that assets and resources and wisely managed.

The USSS offers its employees a wide range of benefits including:

- Federal health insurance
- Life insurance coverage
- Leave for personal, recreational, and health needs
- Thrift Savings Plan (similar to a 401(k) Plan)



- Flexible work schedules
- Telework
- Transit and child care subsidies
- Tuition reimbursement and student loan repayment
- Training and development
- Student Loan repayments, recruitment bonuses and relocation bonuses may be available

Duties

- Serving as a technical advisor initiating, developing and recommending contractual related policies, procedures, guidance and control.
- Reviewing and updating division policies and procedures and standard operating procedures.
- Performing tier reviews of pre-award and post-award contractual actions for conformance with regulations, laws, practice, policies, and procedures.
- Preparing and presenting briefing materials regarding procurement concerns, new initiatives, performance statistics and program improvements; conducting on-the-job training courses/seminars to educate personnel on regulations and procedures governing procurement; and reviewing and updating division policies and procedures and standard operating procedures.

Qualifications

You must demonstrate at least one (1) year of the defined specialized experience equivalent to the next lower grade level and meet the Office of Personnel Management (OPM) Individual Occupational Requirements (IOR).

Specialized experience is defined as:

- GS-13: performing duties such as conducting governmental and commercial purchasing, contract negotiation, contract administration and termination, and providing guidance on procurement functions.

AND

OPMs Individual Occupational Requirement (IOR) is defined as:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/>

Accrediting institutions recognized by the United States <https://www.ed.gov/>

Certifications Required: Federal Acquisition Certification in Contracting (FAC-C Level III)



Conditions of Employment

- Security Clearance: Secret or Top Secret
- Pass a drug test (urinalysis)
- Certify you have registered with the Selective Service System if you are a male applicant born after December 31, 1959, or certify you are exempt from having to do so under Selective Service law

HOW TO APPLY

Instructions for Submitting Resumes and Applicable Documents

All resumes, un-official college transcripts, and certifications **MUST** be submitted to PROANA13@uss.s.dhs.gov and include work experience in month/year format (MM/YYYY), reflecting starting date and ending date, and include the number of hours worked per week.

Special Priority Selection rights under ICTAP: Submit a copy of your agency notice, copy of your most recent performance appraisal (with at least a satisfactory rating), and your most current SF-50 noting position, grade level, and duty location. To be considered well qualified, you must meet the specialized experience and OPM's Individual Occupational Requirements as listed in the Qualifications Section. The subject line of your email should state ICTAP.

Next steps

Once your complete application is received we will conduct an evaluation of your qualifications and determine your eligibility. You will only be contacted if your resume is deemed to meet the qualifications **and** if you are selected for an interview. Otherwise, you will be notified at the conclusion of the open period.

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. Veterans, Peace Corps/VISTA volunteers, and persons with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.

Equal Employment Opportunity Policy <https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>

